

3 FAH-1 H-2330 HOURS OF WORK

(TL:POH-076; 11-27-2001)

3 FAH-1 H-2331 TYPES OF ALTERNATIVE WORK SCHEDULES

(TL:POH-076; 11-27-2001)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. **Flexible Work Schedules** – Schedules which consist of workdays with designated core hours when all employees must be present at work, and flexible hours when employees may choose to work in order to complete their basic (non-overtime) work requirement. The following flexible work schedules may be available to participating eligible employees:
- (1) **Credit Hours Schedule** – A schedule in which a full-time or part-time employee has flexible arrival and departure times, established core hours, and the option of earning credit hours (see definition below);
 - (2) **Flexitour** – A schedule in which a full-time or part-time employee selects arrival and departures times within a Bureau's established flexible hours. Once selected, the hours are fixed until the employing Bureau provides an opportunity to change arrival and departure times;
 - (3) **Gliding Schedule** – A schedule in which there are established core hours and a basic work requirement of 8 hours each day and 40 hours in each week for a full-time employee (or a predetermined daily and weekly schedule for a part-time employee), and the employee may select arrival and departure times each day, and change arrival and departure times daily within the Bureau's established flexible hours;
 - (4) **Variable Day Schedule** – A schedule in which there are established core hours on each workday in the week and a basic work requirement of 40 hours in each week of the biweekly pay period for a full-time employee (or a predetermined weekly schedule for a part-time employee), but in which an employee may

vary the number of hours worked in a given workday within the week within the limits established by the employing Bureau; and

- (5) **Variable Week Schedule** – A schedule in which there are established core hours on each workday in the biweekly pay period and a basic work requirement of 80 hours for the biweekly pay period for a full-time employee (or a predetermined biweekly schedule for a part-time employee), but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established by the Bureau.
- b. **Compressed Work Schedules** – Fixed work schedules in which an employee's biweekly basic work requirement is scheduled for less than 10 workdays. The following compressed work schedules may be available to participating eligible employees:
- (1) **Four-day Workweek** – A fixed schedule in which a full-time employee must work 10 hours a day for four days, 40 hours a week, and 80 hours a biweekly pay period. A part-time employee must complete the part-time weekly work requirement in less than 5 days; and
 - (2) **5/4-9 Plan** – A fixed schedule in which a full-time employee must work eight 9-hour days and one 8-hour day for a total of 80 hours in a biweekly pay period. A part-time employee must work a fixed part-time biweekly work requirement in less than 10 days.
- c. Holiday Pay and Flexible Work Schedule
- (1) If a full-time employee on a flexible work schedule is scheduled by the supervisor to perform non-overtime work on a designated holiday, the employee is entitled to his or her rate of basic pay plus holiday premium pay not to exceed a maximum of 8 hours.
 - (2) If a part-time employee on a flexible work schedule is scheduled by the supervisor to perform non-overtime work on a holiday, the employee is entitled to holiday premium pay only for work performed during his or her basic work requirement on a holiday (not to exceed 8 hours).
- d. Holiday Pay and Compressed Work Schedule
- (1) If a full-time employee on a compressed work schedule is scheduled by the supervisor to perform non-overtime work on a designated holiday, the employee is entitled to his or her rate of basic pay plus

holiday premium pay not in excess of the employee's compressed work schedule for that day.

- (2) If a part-time employee on a compressed work schedule is scheduled by the supervisor to perform non-overtime work on a designated holiday, the employee is entitled to holiday premium pay only for work performed during his or her compressed work schedule on a holiday.

3 FAH-1 H-2332 DEFINITIONS

(TL:POH-076; 11-27-2001)

(State Only)

(Applies to Foreign Services and Civil Service Employees)

- a. **Flexible hours**– Flexible hours are the band of hours at the beginning and end of the workday from which an employee covered by a flexible work schedule may choose his or her time of arrival and departure. Each Bureau must establish its own flexible hours consistent with the duties and requirements of the position. For example, flexible time might be from 6:15 a.m. to 9:00 a.m. and from 3:00 p.m. to 5:30 p.m.
- b. **Core hours** – Core hours are the daily hours when employees covered by a flexible work schedule must be present for work. Each Bureau must establish its own core hours. A Bureau may choose the Department's core hours of 9:00 a.m. to 3:00 p.m. or establish other core hours. The band of core hours should be at least five consecutive hours long. Core hours should not begin before 6:00 a.m. or extend past 6:00 p.m.
- c. **Credit hours** – Credit hours are hours of work in excess of 80 hours in a pay period or 8 hours per day that a full-time employee (or hours of work in excess of a predetermined daily and weekly schedule for a part-time employee) elects to work to vary the length of a workday or a workweek. Credit hours are distinguishable from overtime and compensatory time off in that they are not officially ordered in advance by management, but are hours worked at the employee's option.
- d. **Fixed Schedule** – A work schedule that once established remains the same from pay period to pay period.
- e. **Biweekly Pay Period** – The two-week period for which an employee is scheduled to perform work.
- f. **Tour of Duty** – The tour of duty comprises all hours and days for which flexible and core hours have been designated. The tour of duty defines

the limits within which an employee must complete his or her basic work requirement.

3 FAH-1 H-2333 FLEXIBLE WORK SCHEDULE PLANS

3 FAH-1 H-2333.1 Credit Hours Schedule

(TL:POH-076; 11-27-2001)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

a. Eligibility

- (1) Subject to Bureau approval, the credit hours schedule is available to all full-time and part-time Civil Service and Foreign Service employees except members of the Senior Executive Service and Senior Foreign Service. An employee may participate in the credit hours schedule if the schedule has been adopted by the employing Bureau and approved by the employee's supervisor. Every position may not be suitable for earning credit hours. For example, there may not be sufficient work for more than 8 hours per day, work may only be generated at certain times of the day, or the requirements for office coverage may prevent a schedule that allows an employee to apply credit hours to take a day off every two weeks.

b. Bureau Responsibility

- (1) Each Bureau must determine if a credit hours schedule may be implemented, and if so, must determine the flexible hours and core hours for use with the schedule. Each Bureau must notify all employees in writing of the core and flexible hours selected. Bureaus are also responsible for ensuring that offices are complying with the specific requirements in 3 FAM 2333.3-3.
- (2) Each Bureau must establish flexible and core hours which cover a minimum of 10 hours and 45 minutes each day in order to permit an employee to work up to 2 credit hours in a day. In addition, at least 8 hours and 45 minutes must fall between 6 a.m. and 6 p.m. so that the Bureau is not obligated to pay night differential for credit hours worked before 6 a.m. or after 6 p.m.

c. Establishing an Employee's Work Schedule

(1) Employee Responsibilities

- (a) A full-time employee's biweekly work schedule must provide for 80 hours in a biweekly pay period (or the basic work requirement for a part-time employee) by including: estimated arrival and departure times within the Bureau's established flexible hours; requested hours or days of annual leave, sick leave (if known), compensatory time off, leave without pay, or use of accumulated credit hours; and the days during which the employee intends to work credit hours. All hours must be worked during the employee's established administrative workweek (usually Monday through Friday).
- (b) The employee must have his or her schedule approved in advance by a supervisor on a biweekly basis, unless this requirement is waived in writing by the supervisor. An employee may change the approved credit hours schedule with supervisor's approval. (See 3 FAH-1 H-2333(i) for information on completing the credit hours schedule form.)
- (c) The employee must record arrival and departure times daily on the DS Form 3073, Credit Hours Schedule Form (see 3 FAH-1 H-2333, Exhibit 2333), and sign it at the end of each pay period.
- (d) The employee must adhere to all other requirements of the program, including the core hours, regardless of whether credit hours are worked every pay period.

(2) Supervisor Responsibilities

- (a) A supervisor must review and approve and/or disapprove the employee's credit hours schedule in advance. It may be done on a biweekly basis, or less frequently, as determined by the supervisor. The supervisor may limit the flexible hours established by the Bureau, if necessary, given the needs of the office and/or the schedules of other employees. The supervisor may also limit an employee's ability to accumulate credit hours if the supervisor determines that there is insufficient work or other compelling circumstances. In this event, the supervisor should advise the employee of this limitation as early as possible. A supervisor may also amend an employee's approved credit hours schedule based on the needs of the office. Advance approval by the supervisor is required before the employee may use credit hours.

- (b) The supervisor must sign Form DS-3073 at the end of each pay period for each employee who works a credit hours schedule, certifying that the hours and leave recorded are accurate.

d. Accumulating and Using Credit Hours

(1) Accumulating Credit Hours

- (a) Full-Time Employees: A full-time employee may work to earn up to 2 credit hours per workday in hourly increments. A maximum of 10 credit hours may be worked each pay period. Unused credit hours may be rolled over from one pay period to the next, provided that they do not exceed the credit hour cap of 24 hours. Credit hours in excess of the cap that are not used during the pay period in which they are worked are forfeited without compensation. Credit hours may only be worked during the regularly scheduled workweek.
- (b) Part Time Employees: A part-time employee may work up to 2 credit hours per workday in hourly increments. A maximum of 8 credit hours may be worked per pay period. Unused credit hours that do not total more than one-fourth of a part-time employee's biweekly work requirement may be rolled over to the succeeding pay period. Hours in excess of this maximum, which are not used in the pay period in which they are earned, will be forfeited. Credit hours may only be accumulated on a day included in the part-time employee's tour of duty (e.g., an employee whose tour of duty is Monday, Tuesday, Thursday, and Friday may not work credit hours on Wednesday).

(2) Using Credit Hours

Subject to the advance approval of a supervisor, a full-time or part-time employee may use accumulated credit hours on an ad hoc basis or as part of a pre-established regular schedule. Unlike a fixed schedule system, credit hours must be worked before they can be used. Credit hours must be used in one-hour increments.

e Loss of Eligibility for Credit Hours Schedule

An employee who leaves the Department or transfers to another Bureau that does not utilize the credit hours schedule should arrange to use any accumulated credit hours prior to the employee's departure or transfer. In the event that an employee has any unused, accumulated credit hours

remaining at the time of departure, the employee will be paid for those credit hours, at the employee's rate of pay, at the time of his or her departure. A full-time employee will only be paid for a total of 24 accumulated credit hours. A part-time employee will be paid for accrued credit hours up to one-fourth of the employee's biweekly work requirement.

f. Premium Pay

(1) Overtime

- (a) An employee may not be paid overtime pay or receive compensatory time off for credit hours. Thus, a full-time employee who elects to work in excess of 8 hours in a day or 40 hours in a week in order to earn credit hours is not eligible to receive overtime pay or compensatory time off for those credit hours. However, a full-time employee is eligible for overtime pay or compensatory time off for work in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance by the supervisor.
- (b) A supervisor may order an employee to work hours that are in excess of the number of hours that the employee is planning to work in a day, but which are not in excess of 8 hours in a day or 40 hours in a week. Although this is work officially ordered in advance, it is not in excess of 8 hours in a day. The employee has three options for the extra time worked: 1) take time off from work on a subsequent workday for a period of time equal to the number of extra hours of work; 2) complete the employee's basic work requirement as scheduled and count the extra hours of work as credit hours; or 3) complete the employee's basic work requirement as scheduled. The latter will result in an employee entitlement to be compensated at the rate of basic pay for any hours of work equal to or less than 8 hours in a day or 40 hours in a week. An employee is entitled to overtime pay or compensatory time off for hours of work ordered by the supervisor in excess of 8 hours in a day or 40 hours in a week. For example, an employee's approved schedule for the week is 9 hours on Monday, 9 hours on Tuesday, 7 hours on Wednesday, 8 hours on Thursday, and 7 hours on Friday. On Wednesday, the supervisor advises the employee that one additional hour of work is needed that day. The employee can opt to work one hour less on a subsequent workday, receive one credit hour, or receive one hour of overtime or compensatory time off for this time.

(2) Other Premium Pay

- (a) An employee may not be paid Sunday premium pay or holiday premium pay for credit hours.
- (b) If an employee's tour of duty includes at least 8 hours and 45 minutes between 6 a.m. and 6 p.m., the employee is not entitled to night differential if he or she elects to work prior to 6 a.m. or after 6 p.m.

g. Leave, Excused Absence, and Impact of Holidays When Working Credit Hours

- (1) Leave: An employee may use no more than 8 hours of sick or annual leave when absent on a workday. However, an employee may earn one or two credit hours by working part of the day and using leave for part of the day if it results in a total number of hours in excess of the employee's basic work requirement for the day, week, or biweekly schedule.

(2) Holiday

- (a) On a designated holiday, a full-time employee may receive credit for only 8 hours towards the basic work requirement of 40 hours. A part-time employee may be credited only with that portion of the holiday that is within the part-time employee's regular work schedule, up to 8 hours.
- (b) An employee may not be charged credit hours for a holiday.

- (3) Excused Absence: When Department employees are given an excused absence without charge to leave due to hazardous weather or other reasons before the beginning of an employee's daily tour of duty, an employee scheduled to use credit hours on that day will be given excused absence. If Department employees are dismissed early for hazardous weather or other administrative reasons, an employee who is absent from the office on credit hours will be charged for credit hours already used up to the time of dismissal.

h. Assignment to Temporary Duty: An employee assigned to temporary duty in an office that does not utilize the credit hours schedule may continue working and using credit hours with the supervisor's approval. Absent such approval, the employee will be required to follow the work schedule in place at the temporary duty site.

i. Credit Hour Records: Each employee participating in a credit hours schedule must sign in and sign out daily on an individual DS Form 3073,

(see 3 FAH-1 H-2333, Exhibit 2333). The DS Form 3073 identifies the number of regular hours and credit hours worked and/or used, and should be used to record leave and compensatory time off taken by the employee. The employee and supervisor must certify the form at the end of each pay period. It is important that it reflects accurate hours worked, leave, etc. For planning and approval purposes, the supervisor may require that biweekly schedules be submitted in advance of the pay period.

- j. Guidance: Employee Programs, Office of Employee Relations (HR/ER/EP), in the Bureau of Human Resources, provides additional policy guidance on credit hours.

3 FAH-1 H-2334 THROUGH H-2339 UNASSIGNED

3 FAH-1 H-2333 EXHIBIT H-2333 FORM DS-3073, CREDIT HOURS SCHEDULE

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CREDIT HOURS SCHEDULE FORM

Name (Last, First, MI)						Pay Period						
Office						Period Covered (mm-dd-yyyy): From: Thru:						
						Credit Hour Balance From Last Pay Period:						

Date (mm-dd-yyyy)	Day	Time		Hours Worked		Sub-Total	Add Time Used					Total
		In	Out	Regular*	Credit		Annual Leave	Sick Leave	Other Paid Leave	Comp. Time	LWOP/Other Non-Pay	
	Sunday											
	Monday											
	Tuesday											
	Wednesday											
	Thursday											
	Friday											
	Saturday											
	Sunday											
	Monday											
	Tuesday											
	Wednesday											
	Thursday											
	Friday											
	Saturday											

Employee's Signature _____ Date (mm-dd-yyyy) _____ Supervisor's Approval _____ Date (mm-dd-yyyy) _____						Pay Period Total:						
						Credit Hours Balance From Last Pay Period:						
						Subtract: Leave Without Pay/Non-Pay - Sub Total:						
						Carryover Balance to Next Pay Period:						

DS-3073
10-2001

* excluding leave